



**TEXAS DEPARTMENT OF AGRICULTURE**  
**Texans Feeding Texans:**  
**Home-Delivered Meals Grant Program**  
**Request for Application**

---

## **Contents**

I. Statement of Purpose.....	1
II. Projected Timeline of Events .....	1
III. Eligibility. ....	1
IV. Grantee Responsibilities and Accountability.....	2
V. Funding Parameters.....	2
VI. Application Requirements .....	2
VII. Payment Schedule .....	3
VIII. Reporting Requirement.....	3
IX. Submission Information.....	3
X. General Information.....	3
XI. Grantee Requirements .....	5

**Please read all materials before preparing and submitting the application.** Failure to follow the instructions and requirements described in this Request for Application (RFA) may result in the disqualification of the application.

## **I. Statement of Purpose.**

In accordance with Texas Agriculture Code, the Texas Department of Agriculture (TDA) is requesting applications for the Texans Feeding Texans: Home-Delivered Meal Grant Program (HDMGP). Applicants may include governmental agencies or qualifying non-profit organizations that deliver meals to homebound persons that are elderly and/or have a disability.

## **II. Projected Timeline of Events**

Application Availability	August 2013
TDA to begin Accepting Applications	September 1, 2013
Application Deadline	Postmarked by November 1, 2013
Anticipate Start Date of Project	February 1, 2014
End Date of Project	January 31, 2015

## **III. Eligibility.**

To be eligible for HDMGP funds, an applying organization must meet the following criteria:

1. Must be a governmental agency or a nonprofit private organization that is exempt from taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c)(3) of that code, that is a direct provider of home-delivered meals to the elderly or persons with disabilities in this state;
2. If a nonprofit private organization, must have a volunteer board of directors;
3. Must implement and enforce nondiscrimination practices;
4. Must have an accounting system or fiscal agent approved by the county in which it provides meals;
5. Must have a system to prevent the duplication of services to the organization's clients;
6. Must agree to use funds received under this section only to supplement and extend existing services related directly to home-delivered meal services;
7. Must have received a grant from the county in which the organization provides meals;
8. Must submit the grant application using the form provided by TDA;
9. Must submit a completed county resolution form, as provided by TDA;
10. Must strictly comply with HDMGP rules adopted by TDA (4 TAC 1.950 - 1.962); program guidelines and policies; and the HDMGP grant application and agreement; and
11. Must provide current health inspection before grants funds are awarded.

For purposes of this Grant Program, "Homebound" means a person who is unable to leave his or her residence without aid or assistance or whose ability to travel from the residence is substantially impaired; "Elderly" means an individual who is 60 years of age or older; and "Disability" means a physical, mental or developmental impairment, temporarily or permanently limiting an individual's capacity to adequately perform one or more essential activities of daily living, which include, but are not limited to, personal and health care, moving around, communicating and housekeeping.

Applicants should note that congregate meals are not eligible for reimbursement under HDMGP. A congregate meal is a meal served in a group setting, not at an eligible person's personal home.

#### **IV. Grantee Responsibilities and Accountability**

Selected applicants (grantees) will be responsible for the conduct of the project supported by the Texans Feeding Texas: Home Delivered Meals Grant Program and for the results achieved. Each grantee shall monitor the day-to-day performance of the grant project to assure adherence to statutes, regulations, and grant terms and conditions. The grantee must carry out the activities described in the approved scope of work.

The grantee will be accountable for documenting the use of grant funds and must ensure funds are used solely for authorized purposes. The grantee must ensure:

- Funds are used only for activities covered by the approved project.
- Funds are not used in violation of the restrictions and prohibitions of applicable statutes.
- All budget reports are completed in a timely manner.

Each grantee must ensure they have an adequate accounting system in place and sufficient internal controls to ensure expenditures are reported and maintained for three (3) years after the conclusion of the project, or longer if required by TDA.

#### **V. Funding Parameters.**

Awards are subject to the availability of funds. If funds are not appropriated or collected for this purpose, applicants will be informed accordingly.

Total program funding for this application period is approximately \$8.5 million to provide assistance to home-delivered meal providers by supplementing and/or extending their current program. Individual awards shall be calculated pursuant to the formula set out in section 12.042 of the Agriculture Code and as more particularly described in 4 TAC § 1.952.

#### **VI. Application Requirements**

To be considered, applications must be complete and include all of the following information. Application and information can be downloaded from the Grants Office section under the Grants and Services tab at [www.TexasAgriculture.gov](http://www.TexasAgriculture.gov).

1. Application Form GTBD-201.
  - a. *Applicant organization information.* This is the organization that will be the recipient of funds and be held accountable for reporting and project performance.
  - b. *Primary Program Contact.* This should be the individual who can answer questions about the project's activities and performance.
  - c. *Authorized official.* This is the person legally able to bind the organization in contracts or agreements.
2. Attachment A – Meal Number Documentation Worksheet.
3. TDA approved County Resolution.
4. Balance Sheet and Profit and Loss Statement from the previous 12 month period, or Audited Financial Statement. (Form 990 not accepted).
5. Copy of most recent food establishment permit or proof of exemption.

*Nonprofits only*

6. Documentation of qualifying nonprofit status (i.e. IRS Determination Letter); and
7. List of the organization's Board of Directors and/or Officers, if applicable.

## **VII. Payment Schedule**

TDA will distribute funds after applications are processed. Funds must be allocated by February 1, 2014. In the event that the amount of qualifying grants exceeds the amount of funds available, funds may be distributed on a pro rata basis. Fifty percent (50%) of any grant awarded shall be distributed on or before February 1. The remaining fifty percent (50%) of the grant award shall be allocated and distributed to each Grantee on or before August 1.

## **VIII. Reporting Requirement**

Approved projects will be required to submit periodic performance reports. Reporting timelines will be provided in an official grant agreement. Failure to comply with reporting requirements may result in the withholding of future payments and/or termination of the award.

## **IX. Submission Information**

**LATE APPLICATIONS WILL NOT BE ACCEPTED. Only materials actually postmarked by the deadline will be reviewed as part of the application. After the postmark deadline, applicant may not supplement or amend the application.**

One complete application packet, including the signed application, completed county resolution form and all other required backup documents must be **postmarked to the Department by Friday, November 1, 2013.** It is the applicant's responsibility to ensure the timely delivery of all required materials.

Proposals may be submitted as follows:

Applications will be documented upon receipt by TDA with a date/time stamp for documentation purposes.

Applications may be sent to TDA at either of the following addresses:

### **By U.S. Mail:**

Mindy Fryer, Grants Specialist  
Texas Department of Agriculture  
P.O. Box 12847  
Austin, TX 78711

### **By Overnight or Hand Delivery**

Mindy Fryer, Grants Specialist  
Texas Department of Agriculture  
1700 North Congress, 11th Floor  
Austin, Texas 78701

If an email address is provided, TDA will send a confirmation email that the application has been received.

For questions regarding submission of the proposal and/or TDA requirements, please contact Mindy Fryer, grants specialist, at (512) 463-6908, or by email at [Grants@TexasAgriculture.gov](mailto:Grants@TexasAgriculture.gov).

## **X. General Information**

1. Grant Awards.

- a. The announcement of grant awards will be made by the date outlined above. Selected applicants will receive a Notice of Grant Award (NGA) letter and the Grant Agreement from TDA. The NGA is not legally binding and a grant agreement must be fully executed. All approved projects will have a start date of February 1, 2014 and must be completed by January 31, 2015.
  - b. All grant awards are subject to the availability of appropriations and authorizations by the Texas Legislature.
  - c. TDA reserves the right to fund projects partially or fully. TDA reserves the right to negotiate individual elements of any proposal and to reject any and all proposals. Where more than one proposal is acceptable for funding, TDA may request cooperation between grantees or revisions/adjustments to a proposal in order to avoid duplication and to realize the maximum benefit to the state.
2. Applications.
  - a. TDA reserves the right to reject all applications and is not liable for costs incurred by the Applicant in the development, submission, or review of the application; costs incurred by the Applicant prior to the effective date of grant agreement.
  - b. TDA reserves the right to alter, amend, or clarify any provisions, terms, or conditions of this program or any grant awarded as a result thereof, or to terminate this program at any time prior to the execution of an agreement, if TDA deems any such action to be in the best interest of TDA and of the State of Texas. The decision of TDA will be administratively final in this regard.
3. Public Information.
  - a. All applications submitted under this program are subject to release as public information, unless the application or specific parts of any such application can be shown to be exempt from the Texas Public Information Act, Chapter 552 of the Government Code.
  - b. The Applicant is responsible for clearly designating any portion of the application that contains proprietary information and must state the reason(s) the information is designated as such. Marking the entire application as proprietary is not acceptable and will not be honored. In the event that a public information request for the application is received, TDA shall review the information deemed proprietary and submit a request for opinion to the Office of the Attorney General for determination in accord with the Public Information Act, Chapter 552 of the Texas Government Code. Applicants are advised to consult with their legal counsel regarding disclosure issues and to take appropriate precautions to safeguard trade secrets or any other proprietary information.
4. Conflict of Interest. The Applicant is required to disclose any existing or potential conflicts of interest relative to this grant program. Failure to disclose any such relationship may result in the Applicant's disqualification or termination of agreement.

## **XI. Grantee Requirements**

1. Grantees must comply with TDA's reporting requirements and financial procedures outlined in the grant agreement. Any delegation by the Grantee to a subcontractor regarding any duties and responsibilities imposed by the grant award must be approved in advance by TDA and shall not relieve the Grantee of its responsibilities to TDA for their performance.
2. Grantees must remain in full compliance with state and federal laws and regulations. Non-compliance may result in termination of the grant or ineligibility for reimbursement of expenses.
3. Grantees must keep a separate bookkeeping account with a complete record of all expenditures relating to the project. Records shall be maintained for three (3) years after the completion of the project, or as otherwise agreed upon with TDA. TDA and the Texas State Auditor's Office (SAO) reserve the right to examine all books, documents, records, and accounts relating to the project at any time throughout the duration of the agreement and for three years immediately following completion of the project. If any litigation, claim, negotiation, audit or other action is initiated prior to the expiration of the retention period, then the records must be retained until authorized by TDA. TDA and the SAO shall have access to the physical locations related to project activities.
4. If the Grantee has a financial audit performed during the time the Grantee is receiving funds from TDA, upon request, TDA shall have access to information about the audit, including the audit transmittal letter, management letter, and any schedules in which the Grantee's funds are included.
5. Grantees must comply with Texas Government Code, Chapter 783, Uniform Grant and Contract Management, and the Uniform Grant Management Standards (UGMS), 2 CFR 215, 2 CFR 220, 2 CFR 225, and 2 CFR 230, if applicable.